



## FY 09 TRANSFORMATION UPDATE



18 March 2009

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## AGENDA



- ☐ Purpose
- ☐ Transformation Countdown
- ☐ Unit Events Timeline
- ☐ DHR – Personnel
- ☐ DES-Law Enforcement & Customs
- ☐ DOL-Transportation, CIF & DRMO Procedures
- ☐ DPW-Building (Facilities) Turn-in Procedures
- ☐ Information Management Office (IMO)
- ☐ Unit Transformation Updates
- ☐ Questions

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## PURPOSE

**To continue the coordination for  
all FY 09 unit relocations and  
inactivations of units residing in  
and supported by the USAG  
Mannheim.**

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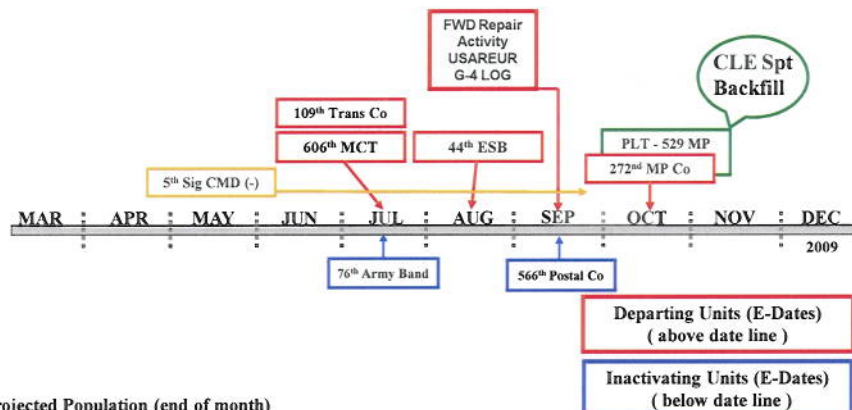
## MISSION

**USAG Mannheim will simultaneously support  
tenant unit redeployment, reintegration,  
reconstitution, inactivation, and repositioning;  
maintain service to Soldiers and families  
throughout the transformation process, and  
conduct planning for FY 10 Transformation  
Operations.**

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## FY 09 TRANSFORMATION DRIVER



Projected Population (end of month)

	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
S	3880	3880	3880	3880	3683	3055	2908	2768	2768	2768
FM	7760	7760	7760	7760	7366	6110	5856	5576	5576	5576

\*\* S =Soldiers; FM =Family Members

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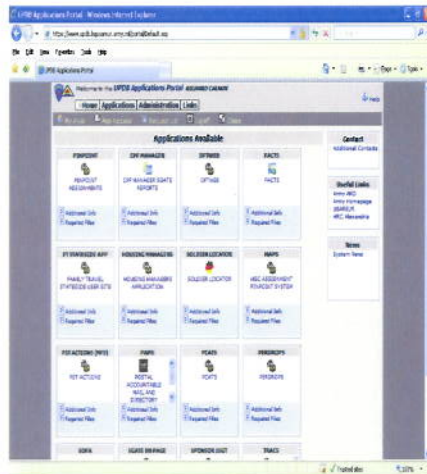


## Directorate of Human Resources (DHR)

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## USAG MANNHEIM PERDROP INFORMATION



- ☐ USAREUR process for obtaining Assignment Instruction for Theater Moves
- ☐ Unit must manage every assigned Soldier from Brigade/Battalion level
- ☐ <https://www.updb.hqusareur.army.mil/portal/Default.asp>

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## Exceptional Family Member Program (EFMP)

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## EFMP Issues / Comments

### Exceptional Family Member Program (EFMP) Family Member Screening

- Necessary ONLY IF PCSing to OCONUS duty location (including COT, ITT, FSTE, Alaska and Hawaii)
- Screening IS NOT REQUIRED if soldier is PCSing to a stateside duty location
- Required for EVERY family member traveling to duty station, not only those identified as EFMs
- Medical appointment required – physician must review medical records and complete documents for EACH family member
- Contact the Health Clinic for screening appointments
- Requires DA Form 5888 and DA Form 7246 (Sep 02 versions)
- START EARLY – screening process can take 45+ days
- Screening is valid for 12 months

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## EFMP Enrollment vs. Screening

### Enrollment

- Mandatory enrollment - FMs with physical, intellectual, developmental, educational, or mental health condition that requires on-going or special services
- Needs as documented on EFMP enrollment are taken into consideration during the assignment process
- Soldier's responsibility to ensure EFMP information is updated
- Must be updated every 3 years or as changes occur in condition and/or diagnosis

### Screening

- Used to identify family members who may have a condition that warrants EFMP enrollment
- Tool for family member travel decisions based on availability of service/providers
- Valid for 12 months
- Need only be completed when PCSing to OCONUS duty locations

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# **Garrison Mannheim Records Records Disposal Guidance**

**Ms. Daniela Rode  
Garrison Baden Wuerttemberg  
Records Manager  
DSN: 370-8264**

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## **LEGAL REQUIREMENTS FOR RECORDS MANAGEMENT**

- **44 USC Chapter 31**
- **DODD 5015.2**
- **DA Pam 25-403**
- **AR 25-1**
- **AR 25-400-2**
- **RMDA Memo dated 13 Sep 2004**

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## What are DoD Records?

- Information created or received by an agency of the United States Government that is preserved or appropriate for preservation that documents agency operations or other activities of the Government, regardless of medium.

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## 44 USC Chapter 31

“The term “records” means all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the informational value of the data in them.”

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## AR 25-400-2

### The Army Records Information Management System (ARIMS)

## Chapter 2 - Identifying Recordkeeping Requirements

### 2-1. Prescribing directives

**"a. Proponents of prescribing directives will ensure that Army regulations and DA pamphlets identify recordkeeping requirements."**

These are the records that are created or received when carrying out the missions or functions of the programs prescribed therein.

### b. 4-4. Disposition of microforms and source information

Refer to paragraphs 1 a. thru d for pertinent instructions

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## DA Pam 25-403

## Guide to Recordkeeping in the Army

### 9-5. Disposition of records on change of status:

Paragraph 9-5a.(4) explains guidance for records transfer and immediate disposal.

(4) Discontinuance of an Army organization without a transfer of functions. Transfer records not eligible for immediate disposal to the RHA. Send a copy of the SF 135 listing the records transferred or retired, to the records management official in the next higher headquarters.

POC is Primary: Daniela Rode: 370-8264 is currently on SL.

Alternates: Juergen Schenk; 370-6484, Jennifer Coleman: 370-6611, Deborah Fears: 370-8408

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## RMDA Memo dated 13 Sep 2004

### Status of Current US Army Records Freezes:

Paragraph 5 States: "Only an agency records officer (records administrator/manager) can authorize the destruction of records. Prior to the destruction of any Army records, the agency records officer is required to review all records scheduled for destruction and certify that the records to be destroyed do not meet the criteria for any of the current freezes. Only after this certification can any Army records be destroyed."

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### DECLARATION

I \_\_\_\_\_, declare the following.

- a. I am the Records Manager for \_\_\_\_\_ (name of agency/command)
- b. I have reviewed and am aware of the specific criteria for each of the Army's records freezes currently in place as described in enclosure 1.
- c. I have conducted a thorough review of the records identified below that have been scheduled for destruction.

1n Office mail controls  
25-30zz Office copier files.  
25-50a Delegation of signature authority

- d. Based on my review I have determined that no documents or information within these records are responsive to the Army's current records freezes as described in enclosure 1.
- e. After exercising due diligence, and engaging in a thorough and reasonable review of the records, I certify that, to the best of my knowledge, information, and belief, these records are not responsive to the any current Army records freezes and authorize them for destruction LAW AR 25-400-2.

Executed on \_\_\_\_\_  
Date \_\_\_\_\_  
Name, Title \_\_\_\_\_  
Bob E. Jones, Garrison Records Manager

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**Record Numbers identified by RMDA as unlikely to be related to the Dupont, Hercules, General Motors and Miami-Dade freezes**

**NOTE:** This listing is to be used as a guideline only. The agency Records Officer must still certify that records scheduled for destruction do not meet the criteria for these or the other freezes prior to allowing destruction of any records.

- 1i Office classified document receipts**
- 1j Office classified document register of controls**
- 1k Office temporary internal receipts**
- 1n Office mail controls**
- 1r Office classified material inventories**
- 1s Office security classification regarding files**
- 1t Office space assignments**
- 1u Office privacy disclosure accounts**
- 1w Office General Personnel files**
- 1-1-23a Foreign technical assistance files**

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## **Director of Emergency Services (DES)**

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## Law Enforcement



### THINGS TO REMEMBER:


- DA FM 4833's for Traffic Accidents have ONE, 30 day suspense period. After 30 days, the case is closed and all Preferred Charges are MAXED out! (Statute of Limitations)
- USAREUR Plates will remain on all POV's returning to the states. German plates (MA) will be returned to Vehicle Registration office upon clearing. The Soldier/Family has 30 days to Register their POV in the state of their choice. USAREUR Plates may be turned in at the new assignment Veh. Reg. Office.
- Soldiers/Families staying in USAREUR **MUST** update Vehicle Registration with their new unit assignment. Statute of Limitations with German Traffic Tickets. Veh. Reg. will attempt to find the soldier first, then German Liaison Officer @ MP station, **THE LONGER IT TAKES TO FIND THE SOLDIER THE MORE EXPENSIVE THE TICKET.**
- German Spec. Vehicles **WILL NOT** be shipped to CONUS unless the owner presents a contract for vehicle modification from a stateside Registered Importer.
- Soldiers/Family member with Expired Drivers Licenses can go on line and find out if their State of Issue allows "mail in" renewal. Depending on individual state systems, a new DL might be issued, but it might not have a picture on it. (Inconvenient when two forms of Photo ID are required).

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## US Customs

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## U.S. Forces Customs Europe



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Selling/Transferring personal property the legal way

Example:	Requirements:	Remarks:
POV to a German local company or Junkyard-Dealer etc.	Customs Clearance - Valid ID-Card - Vehicle Registration - Buyer's full name & address	Tax and Duty fees are based on a case by case basis
Individual private person (Non-ID-Card Holder)	Customs Clearance - Valid ID-Card - Vehicle Registration - Buyer's full name & address, passport number and nationality	Tax and Duty fees are based on a case by case basis

Any person acting on owner's behalf must have a valid POA and be authorized logistical support!

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## U.S. Forces Customs Europe



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YOU MUST KNOW!!!

**If dependents of US Forces members are remaining in Germany past their spouses departure, whether temporary or permanently, contact you local Customs Office for clarification of their status.**

U.S. Forces Customs-Mannheim  
 Sullivan Barracks, Bldg# 255, Room #110  
 DSN Phone: 385-3326/3307  
 CIV Phone: 0621-730-3326/3307

Monday – Thursday  
 0730 – 1600hrs  
 Friday  
 0730-1530

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## U.S. Forces Customs Europe



**Be prepared don't wait until the last minute !!!**

**POC for all military property shipments (not household goods):**

**U.S. Forces Customs Office, Taylor Barracks**

**DSN Phone: 381-8381  
CIV Phone: 0621-730-8381**

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## USAG MANNHEIM



### European /German Spec POVs

In order to sell a German Spec vehicle to a Non – US ID Card Holder, including a salvage yard, you must go through German Customs. Forms are available at:

U.S. Forces Customs-Mannheim  
Sullivan Barracks, Bldg# 255, Room #110  
DSN Phone: 385-3326/3307  
CIV Phone: 0621-730-3326/3307  
Monday thru Thursday 0730–1600hrs  
Friday – 0730-1530hrs

POVs may be donated to MWR by calling:  
0621-730-8649  
381-8649

Required Documents  
ID Card

PROOF OF OWNERSHIP AE FORM 190-A Or Vehicle Registration Printout.  
If Lien against POV, Cert. of Lien Release AE Form 190-1Z

Abandoned vehicles are identified and processed through the AICs Office. Vehicles owners are identified and reported to their commands. Vehicles are impounded and, if not claimed, will be transported to a disposal site.  
All costs are incurred by the owner.

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## Directorate of Logistics (DOL)

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## DIRECTORATE OF LOGISTICS POCs FOR TRANSFORMATION



- ☐ **Overall DOL POCs:**  
Gregory Terry, DSN: 380-1540, Cell: 0162-270-0565
- ☐ **Installation Transportation**  
Robin Brown-Jones, DSN: 385-3309  
Anne Faist, DSN: 385-2485
- ☐ **Property Book Office, Fuel, etc.**  
Gilbert Johnson, DSN: 381-8806/8625  
Beppino Lipski, DSN: 381-7152/8390
- ☐ **Central Issue Facility**  
Hubert Downey, DSN: 384-6050/6583  
Brian Denton, DSN: 384-6500/6583

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## Directorate of Logistics



- ☐ **Installation Hand Receipts:** Turn in property no longer required and close out hand receipt when possible
- ☐ **Safes:** The Logistics Field Operation Agency in Friedrichsfeld conducts the servicing of safes. The rate is \$33 per hour. Hours of Operations: Mo-Thu 0730-1615, Fri 0730-1500. For more information or to schedule an appointment, contact Angela Theime, DSN 375-7386
- ☐ **NTV and Cargo Truck Requirements:** Identify additional requirements; Bread trucks are available; Contact BMCT /MCT for support. MCT POC: Damian, Jocelyn at 382-4709 and BMCT POC: Kreimes, Rolf at 382-5266
- ☐ **Address for the Incinerator:** Max-Born-Str. 28, 68169 Mannheim/ Friesenheimer Insel, POC: Mr. Ziegler, 381-7029

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## Directorate of Logistics



- ☐ **HHG Shipments:**
  - Customs/Transportation Briefing
  - Encourage Soldiers with Small Shipments to use the APO.
  - Soldiers with assignment instructions or orders should report to the Transportation Office ASAP.
  - Remain flexible with HHG pick up dates and plan on alternate dates.
  - Be aware of German holidays in 2009: 10 & 13 April, 1, 21, 31 May, 1 & 11 June, 3 Oct, 1 Nov, 25 & 26 Dec.

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## Directorate of Logistics



### Unaccompanied Baggage (UB) Shipment

☐ A UB shipment is an entitlement that will not be denied. However, since commercial resources are limited and industry is occasionally unable to keep up with the heavy transportation demands, we recommend use of one of the following:

- In a combined HHG/UB shipment, all UB items have to be placed into crate # 1 and this crate can then be requested for delivery.
- It is recommended that HHG be picked up first, government furniture be delivered and then UB be picked up shortly before departure.
- Mail items and get reimbursed (less insurance); requires advance approval letter from ITO.

☐ Members should not make travel arrangements until HHG shipments are confirmed to prevent rescheduling. All members should go to Transportation immediately upon receiving AI or orders to begin their Transportation processing or allow the spouse to do the processing.

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## Directorate of Logistics



### Furniture Disposition

- ☐ Unit must coordinate for furniture classification
- ☐ All serviceable furniture/property must be coordinated through the IPBO. Units picking up property are responsible for transportation to pick up and personnel to load
- ☐ The unit will process unserviceable furniture IAW furniture classifier instruction. POC: Fredy Grzeskowiak, DSN 375-5209/5214 or Angela Thieme, DSN 375-7386, Logistics Field Operation Agency in Friedrichsfeld
- ☐ Units will turn in unserviceable furniture to DRMO with organic assets (NTVs provided by TMP) or request transportation through BMCT

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## Directorate of Logistics



### CIF Out-Processing USAREUR GUIDANCE PCS/ETS

- ☐ **PCS within USAREUR:** Provide servicing CIF with orders, draw modernization OCIE and turn-in obsolete OCIE prior to reporting to new unit.
- ☐ **PCS:** Soldiers have the option of shipping OCIE with Hold baggage or having servicing CIF ship OCIE via UPS;DHL. Appointments are required.
- ☐ **ETS:** Turn in all TA-50 except for ETS transferable items annotated on clothing record with a Y under ETS TRANS. Contact servicing CIF for list of transferable OCIE.

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## Directorate of Logistics



### CIF Out-Processing

- ☐ **Partial turn-ins authorized:**
  - Soldier must bring copy of assignment orders.
  - Memorandum from commander authorizing partial turn-in.
  - Call directly to CIF to make appointment.
- ☐ **Complete early turn-ins authorized:**
  - Soldier must bring copy of assignment orders.
  - Memorandum from commander authorizing early clearing.
  - Go to CPF with both documents to make an appointment.

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## Directorate of Logistics

### CIF Out-Processing

#### UNIT RESPONSIBILITIES

- ☐ Commanders have appointment orders and a current signature card (DA Form 1687) on file with CIF. This is needed in order to conduct reconciliation, pick up and turn in copies of clothing records and pre-clear eligible Soldiers.
- ☐ S-4 is required to coordinate with CIF before or immediately after block leave to set up appointments for reconciliation of OCIE records. Reconciliation has to be completed prior to any direct Exchange and all other OCIE transactions.
- ☐ Unit leadership is responsible to conduct mandatory inspection of each Soldier's TA-50 for accountability and cleanliness prior to turn-in appointments. All items turned in will be completely clean in accordance with FM 21-15. Any item that has been lost or is missing must have an adjustment document, statement of charges, cash collection, or FLIPL to account for the item or items. Damage statements are required for severely damaged OCIE only.
- ☐ Please contact servicing CIF for reconciliation appointment. Mr. Chan Lee, DSN: 384-6059/6050

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## Directorate of Logistics

### CIF Out-Processing

- ☐ Units may coordinate with CIF to pre-clear Soldiers that PCS in USAREUR.
- ☐ Prior to this taking place the following prerequisites must be met:
  - Provide orders to servicing CIF
  - Soldier's TA-50 is 100% accounted for and serviceable, any DX, FLIPL,
  - Statement of Charges, or Cash Collections, if needed, have been processed and completed through CIF.
  - Soldier signed DA Form 3645 Automated Clothing Record, insuring there are no discrepancies.
  - **NOTE: ONCE SOLDIERS ARE PRE-CLEARED, NO OTHER CIF TRANSACTIONS ARE POSSIBLE.**
- ☐ CIF will stamp the signed clothing records, and provide a copy back to the supply Sergeant to give to the Soldier. The Soldier will take that stamped copy to CPF when they pick up their clearing papers and CPF will clear the CIF portion on the spot.

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**CENTRAL ISSUE FACILITY**  
**HOURS OF OPERATION**



**MONDAY THRU FRIDAY**

**Turn-in Appointments**  
**0800 - 1130 & 1300 - 1600**

**MONDAY THRU WEDNESDAY**

**Walk-ins:**  
**For DX, (Follow-up Turn-ins), FLIPLs, Statement of Charges, Cash**  
**Collections**  
**0900 - 1130**

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**Defense Reutilization Marketing**  
**Office**  
**(DRMO)**

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## Defense Reutilization Marketing Office



### POC

☐ Turn-in/Appointments:

Mr. Robert Lang, DSN 483-8346/7391, Robert.Lang@dla.mil

☐ Environmental Branch:

Ms. Jenny Norbey, DSN 483-6187, jenny.norbey@dla.mil

☐ Military Liaison:

SMSGT Robert Olszewski, DSN 483-8758, robert.olszewski@dla.mil

POC: Ms Eddy Spies, DSN 322-5817, Email: eddy.spies@us.army.mil

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## Mannheim Disposal Support

• **DRMO Kaiserslautern**

- Hours of Operation Mon-Thurs 0800-1500
- Appointment Scheduling 483-8346
- Training 483-8758
- Area Manager, Mr. Benavides 483-8570
- Military Liaison, SMSgt Olszewski 483-8758

• **Centralized DEMIL Center (CDC) Kaiserslautern**

- Hours of Operation Mon-Thurs 0800-1500
- Appointment Scheduling 483-8794
- Training 483-8229
- CDC Chief, Mr. Barnes 483-8229

**Warfighter Support**

**Stewardship**

**Growth & Development**

**Leadership**



## **Directorate of Public Works (DPW)**

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## **Directorate of Public Works**



# **Guidance and Procedures for Returning Facilities to the USAG-Mannheim DPW Real Property Office**

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## Directorate of Public Works



### ☐ Reasons for returning facilities:

- Installation Closure
- Unit Inactivation
- Unit Relocation
- Excess Facilities

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## Step One



**Contact the USAG-Mannheim DPW Stationing Office or Real Property Office to set up a facility pre-inspection meeting.**

**Stationing Office   Tim Kvitek                      381-8952 / 0162-272-8653**

**Real Property       Rosi Rak                      381-8808**  
**Volker Bergemann   381-7375**

**One of the above specialists will meet with a unit representative and explain exactly what the unit needs to do to successfully return their building(s) to the DPW.**

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## Step Two

### Prepare the building for Turn-Over

- ✓ Clean out the inside of the building (Slide 5)
- ✓ Clean around the exterior of the building (Slide 6)
- ✓ Fix the key situation (Slide 7)
- ✓ Submit work orders for all needed facility repairs
- ✓ Turn all radiator control knobs to the \* position
- ✓ Secure the building

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### Cleaning out the Inside of the Building

☐ **ALL items must be removed from the building(s):**

**ALL Furniture**

**ALL Trash**

**ALL Junk**

**ALL Telephones**

**ALL bathroom items such as paper towels, soap, and toilet brushes**

**ALL built in unit furnishings such as bars, shelves, and cabinets**

**Do not remove installed wood picture strips or chair rails**

- ☐ Walls must be free of all unit signs, posters, pictures, nails, and tacks
- ☐ Floors must be swept clean
- ☐ Bathrooms must be cleaned
- ☐ All fire extinguisher must be turned into the Coleman Fire Station

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## Cleaning the Outside of the Building



❑ Building exterior must be free of the following items to a distance of 50 feet:

- Trash
- Junk
- Clutter of every kind
- Wood scraps
- Milvans
- Shipping containers
- Unit storage containers
- Makeshift smoking areas
- All unit built items such as small sheds or unit hang-outs
- All unit items hanging on the side of buildings such as unit crests
- gardens
- Gas cylinders and gas cylinder cages



All sheds such as these must be properly disposed of before the unit will be cleared of the installation

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All non real property items must be properly disposed of.



## Fixing the Key Situation



- As soon as the unit knows that it will be returning a building to the DPW, a work order should be submitted to have the locks replaced in doors when all of the keys to that door are lost.
- The unit will have to pay for lock replacements if all keys to a particular door are lost.
- ALL doors with a lock must have 3 keys present at the time of turn-over
- The DPW will make duplicate keys free of charge – Simply ask the real property office or service order desk, 381-8797/8798, for assistance.
- Do not wait until two days before the turn over to do this! The DPW will not take the building back if any doors are missing keys!

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## Useful Information



### References:

DPW Policy Memorandum #5 – Turnover of Real Property  
DPW Policy Memorandum #1 – Replacement of Locks and Keys

### DPW Contact Numbers:

Stationing Office	Tim Kvitek	381-8952 / 0162-272-8653
Real Property Office	Rosi Rak	381-7375 / 8808
	Volker Bergemann	
Service Order Desk	381-8797 / 8798	
Work Order Desk	381-7247 / 8924	
Environmental Office	381-7029	

### K-town DRMO:

<https://www.drms.dla.mil/ops/fst/europeswasia/drmo/kaiserslautern.pdf>

### BMCT, Coleman Barracks:

Transportation Needs 382-5215 / 5374 / 5266

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## Guidance/Procedures for Turn-in/Disposal of Hazardous Materials, Hazardous Waste, Solid Waste and Hazardous Liquids in Tanks



### **Hazardous Materials (except NBC equipment):**

For serviceable or unused hazardous materials Mr. George Spears, Spinelli HMRC Manager must be contacted.

George.Spears@eur.army.mil, DSN: 384-6606/6607, Spinelli Bks, Bldg #1560, Bay 5

Mr. Spears will screen the property and is capable to transport the HMs from the unit's site to Spinelli Barracks.

### **Hazardous Waste:**

Unserviceable/used hazardous materials are hazardous waste and must be disposed of thru DPW, Environmental Management Division. The POC is

Sabine.Felhauer@eur.army.mil, DSN: 381-8447, Taylor Bks, Bldg 346, Room 306

**Units should request turn-ins / disposals at the earliest date possible!**

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## Guidance/Procedures for Turn-in/Disposal of Hazardous Materials, Hazardous Waste, Solid Waste and Hazardous Liquids in Tanks



### NBC equipment:

Submit a detailed list (item name, NSN, quantity) to DPW, Environmental Mgmt Division.

POC is Sabine.Fellhauer@eur.army.mil, DSN: 381-8447, Taylor Bks, Bldg 346, Room 306.

Items on the list will be screened and depending on the outcome units will either have to send the NBC equipment to the U.S. or the NBC equipment will be removed as hazardous waste.

### Hazardous Liquids in Tanks:

For removal of hazardous liquids (e.g. waste fuel, waste oil) in underground storage tanks and aboveground storage tanks the DPW, Environmental Mgmt Division must be contacted.

POC is Mr. Franz.Schork@eur.army.mil, DSN: 381-7035, Taylor Bks, Bldg 346, Room 316

**Units should request turn-ins / disposals at the earliest date possible!**

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## Guidance/Procedures for Turn-in/Disposal of Hazardous Materials, Hazardous Waste, Solid Waste and Hazardous Liquids in Tanks



### Bulk Waste:

Removal requests for unserviceable items or waste to be incinerated (bulk waste), scrap metal, or scrap wood shall be submitted to DPW, Environmental Mgmt Division.

POC is Wolfgang.Ziegler@eur.army.mil, DSN: 381-7029, Taylor Bks, Bldg 346, Room 316.

Mr. Ziegler will arrange disposal respectively placement of additional bins in coordination with unit POC. Additional bins include yellow bag containers, paper containers, refuse containers.

### Hand Receipt & Army Equipment:

Hand receipt items and Army equipment – regardless whether serviceable or not – must be turned in to DRMO Kaiserslautern by the unit.

POCs for classification of items in K-town are Mr. Kirschbaum and Mr. Fuchs, DSN 483-4239.

POC for turn-in appointments at DRMO K-town is Mr. Lang, DSN 483-8346.

**Units should request turn-ins / disposals at the earliest date possible!**

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## DPW Topics / Concerns

- ☐ POC's, building check-lists, housing related information is being updated on the web
- ☐ Need advance notification on additional refuse disposal requirement; e.g. increase of pick-up schedules; placement of additional dumpsters
- ☐ Enforce recycling – paper, metal, wood!
- ☐ Continue scheduling facility pre-inspections for building turn-over to DPW

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## DIRECTORATE OF PUBLIC WORKS POCs FOR TRANSFORMATION

- ☐ OVERALL DPW:  
Larry Scavone, DSN: 381-8148, CIV: 0621-730-8148, FAX 381-8967
- ☐ REAL PROPERTY & BUILDING TURN OVER:  
Tim Kvitek, DSN: 381-8952, CIV: 0621-730-8952, FAX 381-8967  
Volker Bergemann, DSN: 381-7375, CIV: 0621-730-7375, FAX 381-8967  
Rosi Rak, DSN: 381-7375, CIV: 0621-730-7375, FAX 381-8967
- ☐ ENVIRONMENTAL; REFUSE DISPOSAL; RECYCLING & HAZMAT:  
Wolfgang Ziegler, DSN 381-7029, CIV: 0621-730-7029, FAX 381-8289  
Sabine Fellhauer, DSN 381-8447, CIV: 0621-730-8447, FAX 381-8289  
Franz Schork, DSN 381-7035, CIV: 0621-730-7035, FAX 381-8289
- ☐ OVERALL HOUSING:  
Donald Meyer, DSN: 385-2611, CIV: 0621-730-2611, FAX: 385-2518
- ☐ CLEARING OF QUARTERS & INSPECTIONS:  
Ralf Puppa, DSN: 385-3002, CIV: 0621-730-3002, FAX: 385-2518
- ☐ PRIVATE RENTAL:  
Donald Meyer, DSN: 385-2611, CIV: 0621-730-2611, FAX: 385-2518

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## Housing Office (DPW)

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## Directorate of Public Works Housing



- Unit POCs need to be identified and email address and phone numbers provided to housing office.
- Rosters will be provided to POC for On-post, Off-post and UPH quarters for validation.
- Rosters will be forwarded to gaining installation / garrison by the housing office once the roster has been validated by the unit.
- Off-post landlords must be notified in writing of termination within 30 days of termination of lease when 30 day clause is in the lease, or minimum 90 days if the 30 day clause is not in the lease.
- Pre-inspections of on-post quarters can be made 90 days prior to PCS.
- Residents can remain in quarters if guest house or hotel space is not available until PCS date if needed.

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## Directorate of Public Works

### Housing Division POC's

Mr. Donald Meyer

Acting Chief, Housing Division DSN 385 -2611

Email: [donald.meyer@EU.R.ARMY.MIL](mailto:donald.meyer@EU.R.ARMY.MIL)

Ms. Marlene Bailey

Chief, A&T / CHHRS

DSN 385-2794

Email: [marlene.bailey@EU.R.ARMY.MIL](mailto:marlene.bailey@EU.R.ARMY.MIL)

Will do unit briefs if needed or requested.

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## Information Management Office (IMO)

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## Unit Transformation / Relocation



START DATE	END DATE	LOCAL ACTIONS TO BE ACCOMPLISHED
E - 180	E - 150	Provide number of buildings assigned to include location and building number to the DCO
E - 180	E - 090	Submit LSRs for circuit termination actions to the OMC
E - 180	E - 045	Submit LSRs to ROC along with requirements for Leased Service Ordering Office to terminate any services
E - 180	E - 030	Submit Termination of SIPR services request to ROC
E - 180	E - 010	Ensure any additional user accounts are deleted and provide documentation to the ROC
E - 180	E - 005	Scrub communication assets document provided by the OMC / ROC
E - 180	E - Date	Appoint an IMO and TCO POC to the OMC
E - 180	E-Date	Identify status of building occupancy to the OMC for appropriate Network Equipment recovery

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## SIPR Systems / Accounts



- USAG Mannheim Employee submits Service Request Using 119 to move their SIPR account.
- USAG Mannheim Security Manager submits Service Request to move SIPR system.
- Enterprise Service Desk will coordinate with the USAG Mannheim IMO team to finalize the details of the Service Requests.

### IMO Team:

HQ - Steven McKean, Ant Geiger

DES - Rickey Kenney

DPW - Warren Edrington, Claudia Huelter

MWR - John Dumm

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## SIPR Systems / Accounts



- ☐ Please initiate a Terminate SIPRNET or NIPRNET connection at least two weeks prior to termination date, utilizing 119-Online. The web site is <https://jazz.anosc-e.5sigcmd.army.mil/arsys/119>
- ☐ After the SIPRNET Connection has been disconnected from the NODE and you are no longer processing SIPRNET traffic over PDS pipes you can remove the locks from the Drop/Pull Boxes. Leave the PDS piping and Boxes in place.
- ☐ Zero out your KIV-7s and coordinate turn-in with the Special Operations Branch 381-7379, 370-7537, or 370-8596. trying to verify
- ☐ Clear COMSEC hand receipts with your COMSEC Custodian and/or USAREUR G6 COMSEC Manager, 370-3083.

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## Unit Transformation / Relocation



- ☐ For Unit Transformation / Relocation please follow the steps below:
  - Any telephones or networking equipment on the 5th Signal Command network, that is not on a unit's property book, is 5th Signal Command/43rd Signal Battalion Property.
  - 43rd Sig Bn personnel will coordinate with unit to identify, inventory, and mark 5th Sig/43rd property. Example: Phones, Digital Phones, Routers, Switches, Other Networking/Phone equipment
  - Units coordinate telephone turn-in with 43rd Sig Bn representative just prior to E-date; Mannheim OMC, 380-4604
  - As buildings are returned to DPW, 43rd Sig Bn will establish date for removal of 5th Sig Cmd property
  - As communities consolidate, coordinate with 43rd Sig Bn S3 for network support at new location
  - Submit 3938 (Local Service Request) in advance of building moves for telephone service transfer

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## Unit Transformation / Relocation



- ☐ The link below is a helpful Web Page. It shows the TCO (Telephone Control Officer) Regulations, Guidance and DUBOS usage.  
<https://www.dcsim.hqusareur.army.mil/tmt/>
- ☐ LSR's (Local Service Request) can be submitted only by the Unit TCO. A DUBOS account is required. LSR's are used to request new services, moving or disconnecting lines. DUBOS Web Page <https://www.dubos.areur.army.mil/>
- ☐ DSN Phone Book [http://www.disa.mil/gs/dsn/dsn\\_directory.html](http://www.disa.mil/gs/dsn/dsn_directory.html)
- ☐ USAG Mannheim Web Page. <http://home.mannheim.army.mil/sites/local/>
- ☐ Report IT Problems <https://jazz.anosc-e.5sigcmd.army.mil/arsys/119>

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## Unit Transformation / Relocation



### Computers

- ☐ Any computers that have processed classified information on them remains classified at the highest level of information processed on the IS. Follow the procedures outlined in the current copy of Reuse of Army Computer Hard Drives, version 1.1, dated 24 Jan 04 at the Army Information Assurance web site at <https://informationassurance.us.army.mil/>.
- ☐ For a copy of the Universal Purge Tool (UPT) contact CECOM directly at no cost. UPT will provide you the capability to purge hard drives completely with the least risk. Contact [Edward.Baidy@us.army.mil](mailto:Edward.Baidy@us.army.mil), commercial 732-427-5540 directly for the tool or you may contact the USAG Mannheim IMO team.

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## TRANSFORMATION UPDATE



**Questions concerning Transformation**  
**Please contact**  
**Mr Vern Croley**  
**DSN: 385-2388 or Civ 0621-730-2399**  
[Vern.croley@eur.army.mil](mailto:Vern.croley@eur.army.mil)

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## TRANSFORMATION UPDATE



**Next Transformation Update:**  
**15 April 2009**

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